

## COMMUNITY SCHOOL DISTRICT SITE VISIT SCHEDULE WITH EQUITY

**Date of Visit:**

**Day I**

<b>Time</b>	<b>Team</b>	<b>Event/Activity</b>	<b>Interviewee Names</b>	<b>Location (Building and Room Number)</b>
8:00 – 10:00 a.m.	A/B/C	Team Orientation and Document Review	Team Members	Team Room
8:30 – 9:15 a.m.	Equity Facilities Team Member	Meeting with District Facilities Coordinator	Name of Facilities Coordinator:	
9:30 – 10:00 a.m.	Equity	Equity Team Orientation	Equity Team Members	Equity Team Room
10:00 – 11:15 a.m.	A/B/C and Equity	District Overview	Names of Overview Participants:	
11:15 – 12:15 p.m.	A/B/C and Equity	Lunch	All Team Members	Team Room
12:20 – 1:50 p.m.	A/B/C and Equity Team Leader	Leadership Team Interview	Names of Administrators:	
12:30 – 1:45 p.m.	Mix of A/B/C and Equity Team Representative	Superintendent, Curriculum Director, and Equity Coordinator Interview (delete if Leadership Team option is used)	Names of Superintendent, Curriculum Director, and Equity Coordinator:	
12:30 – TBD	Equity Facilities Team Member	Buildings, Facilities, and Grounds Tour/Review	Names:	
2:00 – 3:15 p.m.	A and Equity Team Representative	Pre-K-12 Learning Support Staff Interview (Guidance, At-Risk, Alternative School/Program, School Nurse	Names of Learning Support Guidance, At-Risk, Alternative Program/School, School Nurse Staff:	
2:00 – 3:15 p.m.	B and Equity Team Representative	PreK-12 Learning Support Staff (Gifted and Talented, Media, ELL, Title I, Technology)	Names of Gifted and Talented, Media, ELL, Title I, Technology Interviewees:	

2:00 – 3:00 p.m.	C and Equity Team Representative and Special Education Cadre	PreK-12 Instructional Support Staff Interview (paraeducators)	Names of Instructional Support Staff:	
2:00 – 3:00 p.m.	Equity Team Leader	Athletic Director, Activities Director, Coaches, PE Teachers	Names of Athletic Director, Activities Director, Coaches, PE Teachers	
3:15 – 3:30 p.m.	A/B/C and Equity	Team Dialogue	Team Members	Interview Rooms
3:30 – 4:15 p.m.	Equity Team Leader	District Equity Coordinator	Name of District Equity Coordinator:	
3:30 – 4:45 p.m.	A and Equity Team Representative	Career and Technical Education Teachers Interview	Names of Career and Technical Education Teachers:	
	B and Equity Team Representative	PreK-12 General Education Teachers Interview	Names of PreK-12 Teachers:	
	C, Special Education Cadre Member, and Equity Team Representative	PreK-12 Special Education and Collaborating Teachers Interview	Names of PreK-12 Special Education and Collaborating Teachers:	
4:45 – 5:00	A/B/C and Equity	Individual Team Dialogue/Break	Team Members	
5:00 – 6:15 p.m.	A and Equity Team Leader	School Board Interview	Names of School Board Members:	
	B and Equity Team Representative	School Advisory Committees Interview	Names of School Advisory Committee Members:	
	C and Equity Team Representative	PreK-12 Parents/Guardians Interview	Names of PreK-12 Parents/Guardians:	

## Day II

Time	Team	Event/Activity	Interviewee Names	Location
8:00 – 9:00 a.m.	A/B/C and Equity	Team Dialogue	Team Members	Team Room
8:00 – 8:30 a.m.	Equity Team Leader	Human Resources/Personnel Director	Name of Human Resources/Personnel Director	
8:45 – 9:45 a.m.	Equity Team Leader	At-Risk Teachers/Coordinator, Homeless Coordinator, School Nurse	Names of At-Risk Teachers/Coordinator, Homeless Coordinator:	
9:00 – 10:00 a.m.	Special Education Cadre Member	Special Education Director/Coordinator/Contact Interview	Name of Special Education Director/Coordinator/Contact:	
9:00 – 10:00 a.m.	Mix of A/B/C and Equity Team Representative	Students	Names of Students:	
9:00 – 10:00 a.m.	Mix of A/B/C and Equity	Document Review/Follow Up Regarding Potential Non-Compliance Issues	Team Members Not Involved With Student Interview	
10:00 – 11:00 a.m.	Equity	Equity Team Meeting	Team Members	
10:00 – 11:30 a.m.	A/B/C	Report Development	Team Members	
11:30 a.m. – 12:30 p.m.	A/B/C and Equity	Lunch	Team Members	Team Room
12:30 – TBD	A/B/C and Equity	Report Development	Team Members	Team Room
12:30 – 1:15 p.m.	Equity Team Leader	PreK-12 Guidance Counselor(s) Interview	Name of PreK-12 Guidance Counselor(s):	
1:30 – 2:00 p.m.	Equity Team Leader	ESL Teachers(s) Interview	Names of ESL Teachers(s):	
2:15 – 3:00 p.m.	Equity Team Leader	Gifted/Talented and Media Teachers(s)/Coordinators(s) Interview	Names of Gifted/Talented and Media Teachers(s)/Coordinator(s):	
3:00 – TBD	Equity	Equity Report Development	Equity Team Members	

<b>Day III</b>				
<b>Time</b>	<b>Team</b>	<b>Activity</b>	<b>Interviewee Names</b>	<b>Location</b>
8:00 – To Be Determined	A/B/C and Equity	Report Development	Team Members	Team Room
TBD	Team Leader and Equity Team Leader	Visit w/Superintendent about possible non-compliance areas		
TBD	A/B/C and Equity	Site Visit Highlights with Administration		